

# CONSTRUCTION CODES INSPECTOR I

**GRADE: 17**

**FLSA: NON-EXEMPT**

## CHARACTERISTICS OF CLASS:

The entry level Construction Codes Inspector I performs intermediate to difficult technical and intermediate administrative work in securing and maintaining compliance with ordinances and regulations relating to building, plumbing, electrical, mechanical codes, fire and safety, health, zoning ordinances, occupational licensing, and nuisances within the City. This is code enforcement work requiring the application of technical and specialized knowledge, methods and techniques to ensure compliance with codes, City ordinances and approved plans, permits and specifications. Incumbent makes independent field inspections, writes reports, correspondence and notices, gathers evidence, prepares cases and testifies in court when necessary. The position requires continuing personal contact with the general public, contractors, architects, etc. concerning construction code requirements. The physical demands are moderate under somewhat disagreeable working conditions. The incumbent's work has meaningful impact on specific cases and is directed by the Supervisor of Construction and Zoning.

## EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## EXAMPLES OF DUTIES:

- Inspects residential and/or commercial construction for structural, mechanical, plumbing, electrical, energy, life safety, health, fire protection, and on-site utility

construction to verify compliance with approved plans and applicable codes and specifications.

- Confers with and advises contractors, property owners, architects, and the general public regarding code requirements and solutions to problems.
- Conducts follow-up inspections to monitor compliance; and takes the appropriate action necessary in cases of non-compliance.
- Investigates and resolves citizen complaints regarding code violations including working without permits and substandard construction.
- Maintains up to date knowledge of construction methods, codes and materials by attending seminars and classes, by independent study and by internet instruction.
- Maintains accurate documentation records of inspection results for all types of permits in the permit data base.
- Prepares violation notices and/or stop-work orders that are sent to property owners in order to obtain compliance with City codes.
- Issues orders and citations; gathers evidence, prepares cases for court/appellate consideration; and testifies in court as issuing officer and expert witness.
- Provides inspection assistance for after-hours emergencies to assess damage and authorize safe reconnection of electrical service to all structures damaged by fire or other means.
- Reviews plans, issues permits and provides assistance to contractors and the general public when assigned.
- Works towards and obtains all required certifications.
- Performs other duties as required.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Graduation from high school and five (5) years' experience in building construction or code enforcement, or in the construction trade industry. Possession of an appropriate driver's license valid in the State of Maryland. Must pass the State of Maryland Industrialized Building Inspectors exam within one year of employment. Possession of (or the ability to obtain) certification by BOCA as a Building General Inspector, and as a One and Two Family Dwelling Inspector within a reasonable time as determined by the City.

### **Preferred Knowledge, Skills and Abilities:**

- Knowledge of BOCA and the ICC Building, Plumbing, Mechanical, Energy Codes, International Residential Code, the National Electrical Code, Maryland State ADA Codes, Maryland State Rehabilitation Code.
- Knowledge of the City's zoning, and occupational ordinances and regulations.
- Knowledge of the methods, materials and techniques involved in all types of building construction, repair and alteration and the ability to recognize improper trade practices which result in faulty, sub-standard or hazardous conditions.

- Ability to properly interpret codes and ordinances in relation to field conditions.
- Ability to read and interpret all types of blueprints, construction documents, working diagrams and specifications quickly and accurately, and to compare specifications with construction in progress.
- Ability to establish and maintain effective working relations with building owners, contractors, residents and co-workers.
- Ability to communicate effectively and concisely, both orally and in writing.
- Ability to operate computer systems and access databases.
- Ability to convey accurate explanations of various codes, ordinances, regulations and the reasons therefore.
- Ability to work with and train co-workers effectively, playing an active part in a team environment.
- Ability to work effectively as a team participant.

NOTE: (Employees who have completed their initial probationary period and who have received the required certifications will move to the Construction Codes Inspector II position in the pay period immediately following receipt of proof of certifications by the Personnel Department.)